



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

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**#T2169 MULTIMEDIA PRODUCTION COORDINATOR**

**\*SALARY: \$3562 to \$4312, Monthly**

**\*APPLY: FIRST DATE: October 24, 2003**

**LAST DATE: December 3, 2003**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**REQUIREMENTS:** You must meet **ONE** of the following requirements on the date you apply, unless otherwise indicated.

1. **EDUCATION:** A Bachelor's Degree in Multimedia Technology/Production, Television and Film Communication, Theater, Journalism, Public Relations, Graphic or Commercial Arts, or a closely related field **AND**  
**EXPERIENCE:** One year of full-time multimedia production experience in a multimedia/graphics production center or in government video production or local organization programming, which must include at least two of the following areas:

- a. all aspects of professional video production including camera work, editing, and other production and post-production functions;
- b. video pre-production including script writing and programming development;
- c. Internet/Intranet programming including World Wide Web design and layout; and
- d. graphic design using both traditional and computerized techniques. - **OR** -

2. **EDUCATION:** An Associate's Degree in one of the above fields

-AND-

**EXPERIENCE:** Two years of full-time multimedia production experience as described above. - **OR** -

- \*3. **EDUCATION:** A community college, trade or vocational certificate in one of the above fields

-AND-

**EXPERIENCE:** Three years of full-time multimedia production experience as described above. - **OR** -

4. **EXPERIENCE:** Four years of full-time multimedia production experience as described above.

**\*NOTES:**

1. **Proof of degree/units completed or certification must be submitted with your application.**
2. Video documentation of private events for individuals, such as weddings, is not qualifying experience.
3. You must have the ability to lift and transport at least fifty pounds (50 lbs.) of multimedia production equipment.
4. Some positions require early morning, late evening, and weekend hours; involve videotaping scenes that may be graphic in nature; and may include videotaping from a helicopter or fixed wing aircraft.
5. Some positions may require the use of your personal vehicle, for which mileage will be reimbursed.

**LICENSE:** A valid California Class C Driver's License is required at time of hire.

**\*DUTIES:** **Multimedia Production Coordinators work in various City departments.** The current vacancy is in the Planning Department; however, the eligible list established from this recruitment will also be used to fill any future vacancies which may occur in this or other City Departments. Multimedia Production Coordinators create and present projects in a variety of media including film, video, CD/DVD-ROM, and the World Wide Web. Duties often include planning, directing, and producing informational and/or instructional videotape presentations by coordinating and scheduling video production staffing and equipment, operating control room switching equipment, serving as script writer, technical director, camera operator, editor (via digital desktop technology), audio mixer, and/or lighting director; digitally capture clips from videotape; may also analyze and approve production budgets and editing decisions within projected parameters; supervise contract talent and production crews; structure assignments of multimedia production staff, serve as a resource on multimedia issues; and evaluate employee performance. In the **Planning Department**, they work with departmental staff to redesign and create the website on the internet and intranet, including web architecture, webpage design, convert existing content to web use, etc.; work with the City's TV24 to coordinate video production, including script writing; develop programs related to specific issues; create PSAs; document public meetings; create original artwork and graphic designs; photography; and application of a range of computer software, including Access, Shockwave, Dreamweaver, HTML, etc. In the **Water Department's Training Section**, they produce professional instructional or informational video programs and training support materials using various desktop publishing applications; maintain the Department's computer-based training; and assist in web-based training. In the **Police Department's Video Unit**, they produce professional instructional or informational video programs for the Department and other law enforcement agencies; and perform video documentation of major incidents/events and major crime scenes. In the **Information Technology and Communication's Cable TV/Video Services Office**, they have lead responsibility for video coverage of City Council meetings and channel playback scheduling including planning, producing, script writing, filming, and editing. In the **Print Shop's Multimedia Center**, they create original artwork and designs using traditional and computerized graphic design concepts and techniques, desktop publishing, digital photo retouching and manipulation, and other computer aided technology; and create signs, posters, and displays.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials **only**. **Do not include examples of videos or a portfolio with your application.** **If you are contacted for a selection interview by the hiring department(s), you may be required to present a sample of your work at that time.**

**THE SCREENING PROCESS** will consist of an evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only the applicants whose qualifications most closely relate to the job requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**\*PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **If selected for positions in the Police Department**, and prior to appointment, candidates who are not currently employed by the Police Department will also undergo a comprehensive character and background investigation, which may include a polygraph (lie detector) examination. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KIM/February 2, 2001/\*Rev. 2 (10-24-03)/Class 1235

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center **NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE**. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**